EXCESS PROPERTY DISPOSAL ORDER

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
INVENTORY STANDARDS AND SUPPORT SERVICES DIVISION
301 W. PRESTON STREET-ROOM 1009A
BALTIMORE, MARYLAND 21201
(410) 767-0587

DGS CONTROL NO.	

INSTRUCTIONS:

SECTION A. Completed by Custodial Agency and

returned to Inventory Standards and

Support Services Division.

SECTION B. Completed by DGS and returned to

Agency for record retention.

Department or Agency:			_
Sub-Unit:			
Property Officer:			
The following instructions per	tain to your Excess Property De	claration dated:	
- 			
-			
	Per	Date	
SECTION A. Custodial	A gangy shall complete this costio	n and return two (2) conice of this dianocal and	or to the
SECTION A: Custodial A Inventory S	Agency shall complete this section Standards and Support Services	n and return two (2) copies of this disposal ord Division after all items have been disposed of	er to the :
I certify that the disposal action	on indicated above has been con	mpleted.	
	Signature of the Property Officer	Date	
SECTION B: Removal o	of the above referenced items from	om your inventory records is hereby authorized	l.
Inventory	Standards and Support Services Di	Date vision	